



# Apsaalooke Nation Higher Education

## APPLICATION & HANDBOOK

### 2021- 2022

**DEADLINE TO SUBMIT APPLICATION ON OR BEFORE**  
**JULY 1ST, 2021 @ 5:00 P.M.**

Crow Nation Education Department

P.O. Box 159

Crow Agency, Montana

59022

(406)- 606- 2190

Gary H. Dawes, Higher Education Coordinator

[gary.dawes@crow-nsn.gov](mailto:gary.dawes@crow-nsn.gov)



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## INTRODUCTION:

Under the authority of P.L. 93- 638 of the Indian Self Determination Act effective May 1992, the Crow Tribe Administration contracted with the Bureau of Indian Affairs, the B.I.E. (Bureau of Indian Education) Model Contract Scholarship. The following goals have been established for the scholarship's programs:

- To insure equal access for all tribal members to higher educational opportunities.
- To ensure the financial assistance that is most beneficial for each individual student.
- To insure fair and uniform services for all students, a committee shall be established for selection of eligible applicants.

## SCHOLARSHIP COMMITTEE:

The Crow Tribe Education Scholarship Committee shall be comprised of the Education Director, (BIE) Scholarship Coordinator, Tribal Grant Coordinator, (BIA) Job Placement and Adult Training Coordinator, (BIE) Johnson O'Malley Coordinator, Executive Branch Representative, and a Legislative Branch Representative. The scholarship Committee will meet in August to make selections for the academic year beginning with the fall term of each year. The Scholarship Committee shall make the final selection of qualified, eligible applicants based on the guidelines.

## ELIGIBILITY REQUIREMENTS:

- Applicants must:
- Be an enrolled member of the Crow Tribe.
  - Possess a High School diploma and/or HiSET (GED)
  - Be enrolled at an accredited college or university, including on- line classes
  - Be actively pursuing an undergraduate degree
  - Carry a minimum of 12 credits or more
  - Must have a 2.0 GPA on recent OFFICIAL transcript
  - Be Pell eligible to establish financial aid
  - Submit a complete scholarship application with all required documents

## PRIORITY CLASSIFICATION:

The Education Department will make every effort to award scholarships to all eligible students with the grant's funds received from the Bureau of Indian Education. All completed application will be prioritized as follows:

1<sup>st</sup> Priority- Continue students in good academic standing.

2<sup>nd</sup> Priority- New students who are first- time applicants.

3<sup>rd</sup> Priority- Returning students who meet all eligibility requirements (students who have taken sometime- off from school, for any given reason, and are now returning)

4<sup>th</sup> Priority- Students who have incomplete applications will be placed on a waiting list until all requirements are met before consideration for funding.



### SCHOLARSHIP AWARD:

Once a student is approved for a scholarship by the Crow Tribal Education Committee, an award amount will be determined. Based on the student's status, the scholarship will be the lessor of the amount as shown below or the student's unmet need as indicated on the financial need's analysis:

<u>Maximum Per Year</u>	<u>Student Status</u>
\$4,500.00.....	Single or Married with (0) dependents.
\$5,000.00.....	Married or single with (1) or more dependents (children)

### NOTICE OF AWARD:

Upon approval of an award by the Education Committee, a letter will be sent to the student stating the amount of the award, the school year, and the college/ university of choice. A copy of the award letter will also be sent to the Financial Aid Office.

Any students who meet all eligibility and application requirements will be awarded a scholarship. If for any reason an applicant is not approved for an award, a letter will be sent to the student stating the reason.

### DISBURSEMENT OF FUNDS:

All scholarship awards for each academic year will be disbursed as follows:

1. Freshman and Sophomores student funds will be disbursed twice a semester. First payment will be disbursed at the beginning of the semester. Second payment will be disbursed at midterm. To monitor students progress, mid- term grades must be submitted before the second payment is disbursed. Funds will not be disbursed for those students who are no longer attending classes at mid- term.
2. Junior and Senior student funds will be disbursed once at the beginning of each semester.
3. For quarterly terms, funds will be disbursed three times a year. To monitor a student's progress, final grades must be submitted at the end of each quarter. Students must meet all requirements for funding to continue.

Funds will be disbursed to Financial Aid Offices to be processed according to their financial policies and procedures.

### YEAR LEVEL/ CREDITS:

Student grade level will be determined as follows:

	<u>Semester Credits</u>	<u>Quarter Credits</u>
Year 1/ Freshman	0-30	0-36
Year 2/ Sophomore	31-60	37-84
Year 3/ Junior	61-90	85-132
Year 4/ Senior	91-120	133-180

If an Associates of Arts plan of study exceeds two years, the scholarship committee will review and may continue funding, but not for a second Associates of Arts Degree.

#### TRANSFER:

If a student is planning on transferring in a given academic year, the student must submit all required documentation from the school that they are planning on transferring to prior to the end of the term. Scholarship amount may change accordingly based upon the unmet need on the financial need's analysis provided by the secondary college.

#### REPEATING CLASSES:

The Scholarship Committee will not consider a course taken for a third time as part of the minimum twelve credits.

#### PROBATION:

At the end of a term, a student who does not maintain the minimum 12 credits and a 2.00 GPA will be placed on probation. The student will be notified by letter of the probation status. The student will continue to receive funding in the next term but must maintain the minimum 12 credits and 2.00 GPA.

#### SUSPENSION:

A student who has failed to maintain the minimum 12 credits and 2.00 GPA for two consecutive terms will be placed on **SUSPENSION** from the Crow Tribal Scholarship. To be considered for further funding, the student must successfully complete a term with a 2.00 GPA or better and a minimum of 12 semester/ quarter credit hours on their own. The student must complete the application process and meet all required deadlines.

#### WITHDRAW:

1. A student in good standing who plans to withdraw from school, or a class must notify the Education Department prior to the end of the term. A written statement indicating the reasons why the student had to withdraw must be submitted. If by withdrawing and failing to earn the minimum 12 credits, the student will be placed on **PROBATION**.
2. Any student withdrawing without good cause from college or involuntarily will be placed on **SUSPENSION** and may be required to reimburse the funds to the Tribal Education Department before consideration can be given for future funding.

#### STUDENT LOAN:

Crow Tribal Scholarship funds will not pay for previous loans in default.

#### SUMMER TERM:

Summer term funding is not guaranteed and approved only if funds are available. Only senior level students who need the summer term to graduate will be funded. A letter of request for summer term funding is due before **April 1<sup>st</sup>**. The following additional documentation is due by **May 15<sup>th</sup>**.

- Financial Needs Analysis
- Summer term schedule indicating a minimum of 12 credits or the credits needed to graduate.
- Official transcript from the proceeding Spring term.

#### APPEAL PROCEDURES:

- A student has the right to appeal a decision made by the Scholarship Committee within ten (10) working days of the receipt of the letter rendering a decision.
- The student must appeal in writing and submit any supporting documents to the Committee.
- The Scholarships Committee will address the appeal during a meeting within ten (10) working days of receipt of the appeal.
- The student will be notified of the date and has the right to attend the Committee meeting.
- The student will be notified in writing of the decision made by the Scholarship Committee.
- The decision of the Scholarship Committee is **FINAL**.

## **CROW TRIBAL EDUCATION SCHOLARSHIP**

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### **APPLICATION AND REQUIRED DOCUMENTS CHECKLIST**

#### **FIRST TIME STUDENT:**

- ☐ A COMPLETE APPLICATION
- ☐ PERSONAL LETTER
- ☐ CERTIFICATE OF INDIAN BLOOD
- ☐ BIRTH CERTIFICATE(S) OF DEPENDENT(S)
- ☐ HIGH SCHOOL/ HiSET/ GED
- ☐ **OFFICIAL COLLEGE TRANSCRIPT**/ OR HIGH SCHOOL TRANSCRIPT
- ☐ LETTER OF ACCEPTANCE
- ☐ FINANCIAL NEEDS ANALYSIS
- ☐ FALL REGISTRATION/ CLASS SCHEDULE

#### **CONTINUING STUDENTS:**

- ☐ AN UPDATED APPLICATION
- ☐ MOST RECENT COLLEGE TRANSCRIPT
- ☐ FINANCIAL NEEDS ANALYSIS
- ☐ FALL REGISTRATION/ CLASS SCHEDULE

## CROW TRIBE HIGHER EDUCATION SCHOLARSHIP

### I. STUDENT INFORMATION:

Last Name:	First Name:	Middle Name:	Maiden Name:	
Permanent Address:	City:	State:	Zip:	Phone Number:
Address for SY if Different from Above:	City:	State:	Zip:	Message Phone:
Social Security Number	Date of Birth	Email Address		
Contact Person:	Phone Number:			
Gender: Male ( ) Female ( ) Veteran: Yes ___ No ___ State of Residency: ___ Crow Enrolled: Yes ( ) No ( )				

### II. FAMILY INFORMATION:

Material Status: Single \_\_\_ Married \_\_\_ Divorced \_\_\_ Separated \_\_\_

Dependents Living with Applicants:

Names:	Relationship:	Date of Birth:

### III. HIGH SCHOOL

High School Attended	Year Graduated or Date HiSet/GED Received
School Address	City, State, Zip

### IV. COLLEGE INFORMATION:

College or University Attending	School Telephone Number
School Address	City, State, Zip
College Major	Year in College (Freshman, Sophomore, Junior, Senior)
Entry Date	Enrollment Status (Full Time/ Part Time)
Expected Degree (AA, AAS, BA, BS)	Expected Graduation Date
Have you received any funding from the Crow Tribe Education Department in the past? YES ___ NO ___	
If yes, which scholarship and when? Higher Ed. ___ Tribal Grants ___ JOB Replacement & Training ___	
Contact Person- College/ University Attending	Telephone Number & Email



## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232 g; CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/ she reaches the age of 18 or attends a school beyond high school level.

I, \_\_\_\_\_ (student) read the FERPA Law and will abide by this law. I will communicate directly with the Crow Tribal Education Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **RELEASE OF INFORMATION**

#### **PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENT:**

1. The authority for solicitation of the information on this form is 25 U.S.C. 13(42 Stat. 208) and P.L. 84- 959 (70 stat. 986) as amended by L.L. 88-230(77 Stat. 471, 15 U.S.C. 309).
2. Disclosure of the requested information by the applicant is voluntary but required to receive benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is for the Crow Tribal Education Program to evaluate your application; parts or all the information in your application will be used for financial and budgeting purposes.

I have read the above statement and I hereby provide the required information and authorize the use of such information to the extent of the uses specified in the statement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **DISCLOSURE OF PERSONAL INFORMATION:**

Disclosure by you of your social security number, transcripts or school grades, medical records, and income verification, veteran's status, legal records, debt, disability evaluation and other information which may have a bearing on your application. The authority for collection of this information is: CFR 25, 34.2 U.S.C. 13 and 309 831 AM 4. The sole purpose of this information is to determine eligibility services.

I AUTHORIZE THE CROW TRIBAL EDUCATION DEPARTMENT THE USE OF INFORMATION LISTED ABOVE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



AUTHORIZATION AND AGREEMENT:

Please sign each section for each semester/ quarter of attendance.

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Name of College/ University	City	State	Zip Code
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I hereby agree to attend the college/ university indicated above and to carry at least 14/ 16 quarter credit hours or 12 semester credit hours each term. I will satisfactorily complete the course which I have selected. I further agree that funds issued for educational purposes will be so used or repayment will be made to the Crow Tribal Education Scholarship. I understand that the PELL and other funding available to me will be included when computing my financial aid package, and I agree to use funds for purposes intended. I authorize the college/ university to release grades, mid- term progress reports, attendance, and financial information to the Crow Tribe Education Department.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Please sign each section for each semester/ quarter of attendance.

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please keep a copy of the complete application for your files and submit the original to:

Crow Tribal Education Department  
P.O. Box 159  
Crow Agency, Mt. 59022

Telephone: (406)- 606- 2190

MUST BE POST MARKED ON OR BEFORE JULY 1<sup>ST</sup>, 2021 BY 5:00 P.M.

## FINANCIAL NEEDS ANALYSIS FORM

**I. TO BE COMPLETED AND TURNED INTO THE COLLEGE/ UNIVERSITY FINANCIAL AID OFFICE BY THE STUDENT.**

Name: \_\_\_\_\_ Soc. Sec. No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Street or P.O. Box \_\_\_\_\_  
City/Town State Zip

Year in College \_\_\_\_\_ Major \_\_\_\_\_

Number of Dependents: \_\_\_\_\_ This student is considered: Independent \_\_\_\_\_ Dependent \_\_\_\_\_

**II. TO BE COMPLETED BY THE FINANCIAL AID OFFICE:**

This student has applied for the Crow Tribal Higher Education Scholarship. Verified financial needs information is requested from your office before we can take action on the students application. We appreciate your assistance. Please complete this form and mail the original to: Crow Tribe Education Department P.O. Box 159, Crow Agency, Mt. 59022 or you may give it to the student in a sealed envelope if the student is going to deliver it to our office. Please inform the student that it must be delivered sealed.

BUDGET PERIOD: From \_\_\_\_\_ To \_\_\_\_\_, Which will Start \_\_\_\_\_

EXPENSES	RESOURCES	CAMPUS BASED/OTHER AID
Tuition \$ _____	Tribal Assistance \$ _____	FED. PELL _____
Fees _____	Parent Contribution _____	FED. SEOG _____
Books/Supplies _____	Student Contribution _____	FED. Perkins _____
Room/Board _____	Veteran's Benefits _____	FED. CWS _____
Transportation _____	AFDC/Welfare _____	Scholarship _____
Personal _____	Social Security _____	Other _____
Child Care _____	State (Indian) _____	
Other _____	Voc. Rehab. _____	
Leveraging Education Assistance Partnership (LEAP) _____		

TOTAL EXPENSES: \$ \_\_\_\_\_ TOTAL RESOURCES: \$ \_\_\_\_\_

Student Unmet Need or Recommendation Amount: \$ \_\_\_\_\_  
(EXPENSES MINUS RESOURCES)

\_\_\_\_\_  
 FINANCIAL AID OFFICER DATE TELEPHONE NUMBER

\_\_\_\_\_  
 NAME OF INSTITUTE ADDRESS